

Approval:
Community Facility Directional Sign

Merit Number: xxxxxxx
Operations Centre
Phone: 9797 1702
26 October 2011

Customer Service Use Only

Sign Recvd (date):
Fees Payable:
Receipt No:

Dear

Re: Community Facilities Directional Sign

I refer to your application for the erection of a community facilities directional sign. Your application has been assessed against Council's guidelines and has been **approved**. The wording that has been authorised is: "xxxx"
You will be required to organise and pay for the sign to be manufactured by a sign manufacturer that is aware of Council's sign specifications.

Council currently uses the following sign manufacturers:

De Neefe Signs Pty Ltd 25 Brisbane Street ELTHAM VIC 3095 9431 0999	Artcraft Pty Ltd 79-81 Wedgewood Road Hallam VIC 3803 (03) 8762 8900
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Other manufacturers are listed in the Yellow Pages under **Signs-Safety &/or Traffic**

Please deliver the completed sign to any of the three Council Customer Service Centres:

- Municipal Offices Springvale, 397 – 405 Springvale Road
- Municipal Offices Dandenong, 39 Clow Street
- Shop A7 Parkmore Shopping Centre)

Together with this letter of approval and your installation fee of:

- ☐ \$119.00 (inc GST) for a Standard single "finger" sign mounted on an existing post.
- ☐ \$202.00 (inc.GST) for a Standard single "finger" sign and new post installation.
- ☐ \$XXX.XX (inc GST) for the installation of a sign that is "outside" of the above standards.

On payment of the above fee, the Customer Service Officer will forward the sign to Council's Operations Centre for installation.

If you have any queries please do not hesitate to contact the undersigned.

Yours sincerely

**Matt Berry –Service Unit Leader, Works, Fleet, Civil
Infrastructure Services**